



SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scenco.com

Ms. Sharon Brienza
Township Clerk
Township of Branchburg
1077 U.S. Highway 202
Branchburg, New Jersey 08876

RE: TOWNSHIP OF BRANCHBURG
SOMERSET COUNTY, NEW JERSEY

Dear Ms. Brienza:

Enclosed herewith please find copy of Report of Municipal Court prepared by us during the course of our audit for the year 2013.

Yours very truly,

SUPLEE, CLOONEY & COMPANY


Robert B. Cagnassola, Partner

April 30, 2014

RBC:mvf
Encls.

GENERAL MUNICIPAL COURT INFORMATION

1. Does this court serve more than one municipality? NO If so please list:

2. Amount paid or charged in 2013 to 2013 appropriations for salaries of judge(s) \$37,740.00
 Other staff \$97,737.52 Other expenses \$7,268.07
3. Is an approved statewide violations bureau schedule of fines prominently posted in the place where fines are to be paid to the violations clerk? YES
4. Does the court have an approved supplemental Local Violations Bureau Schedule? YES
 If so, is it prominently posted in the place where fines are to be paid to the violations clerk?
YES
5. List staff members that are bonded:
- | | | | |
|---------------------|----------------------------|----------------|--------------------|
| Judge | <u>William T. Kelleher</u> | Amount of Bond | <u>\$50,000.00</u> |
| Court Director | _____ | Amount of Bond | _____ |
| Court Administrator | <u>Ruth Mulligan</u> | Amount of Bond | <u>\$50,000.00</u> |
| Deputy Court Adm. | _____ | Amount of Bond | _____ |
| Deputy Court Clerk | _____ | Amount of Bond | _____ |
- April 30, 2014
6. When does Judges term expire? 12/31/2014
7. Are uniform traffic tickets serially numbered, properly controlled and accounted for? YES
8. Are tickets eligible for destruction disposed of in a timely and proper manner? YES

FINANCIAL PROCEDURES

Daily Financial Procedures

1. Are separate cash boxes maintained for each employee that receives money? NO

 Court Administrator
2. Who is responsible for completing the Daily Bank Deposit? or Deputy Court Administrator

3. Who is responsible for transporting the Daily Deposit to the bank? Bank Pickup Service

4. What procedures are followed to transport the moneys to the bank (i.e. security)?
An armored car service picks up deposits daily and transports them to the bank.

5. Are deposits made within 48 hours? YES If not, please explain:

6. Do the above cash handling procedures provide for adequate security and separation of responsibilities?
YES

7. Do the deposit slips match the totals provided by the Daily Batch and Criminal Journal? YES
If no, please explain: _____

8. Do the Deposit slips match the daily totals displayed on the ATS Monthly Cashbook? YES
If no, please explain: _____

9. Are the deposit slips attached to the ATS Daily Batch Report and Criminal Journal? YES

10. As of what date or dates was cash counted, reconciliation made and bank balances confirmed?
3/17/2014

Monthly Financial Procedures

11. Are separate general/bail bank accounts maintained? YES

12. Is the court utilizing the ATS/ACS monthly cash book? YES If no please explain:

13. Who is responsible for the municipal court financial procedures(name and title)?
RUTH MULLIGAN, COURT ADMINISTRATOR

14. Do the monthly disbursement checks equal account totals on part V of the ATS monthly cash book?
YES If no, please explain: _____

15. Are moneys turned over to the proper agencies on or before the 15th of the month? YES
If no, please explain: _____

16. Does the general account accrue interest? NO Bail? NO
Is the interest turned over on a monthly basis? N/A

17. Are overpayment checks written on a monthly basis? YES Interest? NO

18. Is the bank reconciliation page of the monthly cash book completed and balanced? YES
If no, please explain: _____

19. Are the fiscal records kept in a safe place? YES

Bail Procedures

20. Is bail collected by the police department properly and promptly turned over to the municipal court?
YES

21. Are bail refunds done in a timely manner? YES
Are the refund checks made out to the surety? YES

22. Are bail forfeitures done in a timely manner? YES

23. Are the cash balances on the Monthly Bail on Account Report equal to the account balance in the bail account? YES

